

MEMORANDRUM

TO: Elected Officials, Agency Directors and Personnel Officers

FROM: John L. Mullholand
Interim State Personnel Director

DATE: December 5, 2006

SUBJECT: Implementation of January 1, 2007 Realignment

As you are aware, the 2006 Regular Session of the Legislature provided funding in each agencies' Fiscal Year 2007 Appropriation Bill to ensure that all full-time employees receive a pay increase equal to the realignment component of the Variable Compensation Plan or Fifteen Hundred Dollars (\$1,500.00), whichever is greater, with not more than on-half (1/2) awarded on July 1, 2006, with the remainder to be awarded on January 1, 2007.

Beginning on Wednesday, **December 27, 2006**, the State Personnel Board staff will be finalizing plans to implement the second phase of the FY 2007 mandated pay increase. Please be aware that the final system update is scheduled for close of business on Wednesday, **December 27, 2006**. Therefore, we ask that you **DO NOT** enter any transactions into SPAHRS after this date. As of Thursday, **December 28, 2006**, agencies will have read-only access to SPAHRS.

SPB staff will begin reviewing all transactions on Thursday, **December 21, 2006**, to determine if a resolution can be reached prior to the **December 27** cutoff date. Any transaction which cannot be resolved by that date will be disapproved or returned without action for processing at a later date. **DO NOT** enter any transactions with a **January 1, 2007** effective date or later until the conversion process has been completed. At the same time, we ask that you begin the process of clearing all transactions from your system. This includes transactions that may have been keyed into the system but have not been transmitted for approval to the State Personnel Board.

We appreciate your cooperation in assisting with the implementation of the conversion process. Should you have questions or need additional assistance please contact your Classification/Compensation Analyst at 601-359-2764.

JLM/hjt